

MPA MENTORSHIP PROGRAM
AGENDA- DAY 3: FACILITATION TRAINING
December 2005, Nha Trang, Vietnam

Day 3 Facilitation	ACTIVITIES and OBJECTIVES	Materials
8:00 – 9:00	<p>1. Overview of Day 3 & 4 <u>Objectives:</u> Introduce course participants to the skill sets they will be learning over the next couple of days and how they will apply them as the team lead during the MPA Management Capacity Training.</p> <p><u>Activities:</u> 1) Presentation: Course Overview <ul style="list-style-type: none"> • <u>Discussion:</u> Experience and Expectations • <u>Exercise 1:</u> Ice Breaker • <u>Exercise 2:</u> Vision Activity—each participant’s vision of their leadership role in coordinating a regional network of MPAs </p> <p><i>Total: 1 hour</i></p>	<p><i>Handouts:</i> --Definitions</p>
9:00-10:30	<p>2. Facilitation Skills: Content and Process <u>Objective:</u> Know the difference between training, facilitation and leadership. Understand and practice communication skills that are essential for facilitating public meetings.</p> <p><u>Activities:</u> 1) Review Definitions: Content vs Process and Facilitation 2) Presentation: Facilitation Skills <ul style="list-style-type: none"> • <u>Exercise 1:</u> Role playing and the difference between good and bad meetings </p> <p><i>Total: 1.5 hours</i></p>	<p><i>Handouts:</i> --Facilitation Checklist --Selecting a Facilitator --Best Practices and Pitfalls</p>
10:30-10:45	BREAK	
10:45-12:00	<p>3. More Facilitation Skills: Working with Adults <u>Objective:</u> Understand how adult learning process can affect public meetings. Apply adult learning principles to facilitating groups of adults.</p> <p><u>Activities:</u> 1) Presentation: Learning Needs of Adults 2) Presentation: Adult Learning Concepts <ul style="list-style-type: none"> • <u>Discussion:</u> Working with adults and the relevance of public issues and conflict management </p> <p><i>Total: 1.25 hours</i></p>	<p><i>Handouts:</i> --Principles of Adult Learning</p>
12:00-2:00	LUNCH	

2:00-3:00	<p>4. Tackling Time <u>Objective:</u> Learn methods for managing time.</p> <p><u>Activities:</u></p> <ol style="list-style-type: none"> 1) Presentation: Tips on Time Management <ul style="list-style-type: none"> • <u>Discussion:</u> Strategies for Managing Time 2) Presentation: Content vs. Process Agenda <ul style="list-style-type: none"> • <u>Exercise 1:</u> Build an Agenda <p>Total: 1 hour</p>	
3:00-4:00	<p>5. Establishing Ground Rules <u>Objective:</u> Understanding the importance of establishing ground rules for conduct in a public meeting.</p> <p><u>Activities:</u></p> <ol style="list-style-type: none"> 1) Presentation: The Importance of Ground Rules 2) Presentation: When and How to Build Ground Rules <ul style="list-style-type: none"> • <u>Exercise 1:</u> Building Ground Rules for Your Group <p>Total: 1 hour</p>	
4:00-4:15	BREAK	
4:15-5:15	<p>6. Conducting Successful Group Discussions <u>Objective:</u> Learning how to anticipate and address potential pitfalls and perils to successful facilitation of a group meeting.</p> <p><u>Activities:</u></p> <ol style="list-style-type: none"> 1) Presentation: Potential Problems of Group Discussions <ul style="list-style-type: none"> • <u>Exercise 1:</u> Solve the Murder Mystery <p>Total: 1 hours</p>	<p>Handouts:</p> <p>--Improving Group Discussions</p>
5:15	ADJOURN MEETING	